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26 November 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Mission and Responsibilities of the CIA/Emergency  
Planning Officer

1. The broad mission and responsibility of the CIA Emergency Planning Officer centers on providing the means for continuity of the mission and functions of the Director of Central Intelligence and the Central Intelligence Agency under all conditions of emergency, ranging from threatened or actual enemy attack against the continental United States on down to adverse conditions arising from disturbances of the natural elements, such as hurricanes or floods. Included within this spectrum of responsibility is preparedness against the potential threat posed by civil disorders, riots, and demonstrations.

2. This responsibility extends beyond abstract planning and keeping plans timely: it includes taking all necessary measures, short of usurping command responsibilities of the Deputy Directors, to insure that the extant plans are operable at all times and that, if invoked, they are adequate to insure the carrying on of the mission and functions of the Director of Central Intelligence and the Central Intelligence Agency under the circumstances. It includes also the establishing of working relationships with appropriate elements of the Federal Government and state and local governments as necessary.

3. There are two categories of emergency which are excluded from the responsibility of this office. One is the matter of fires and fire hazard, the responsibility for which is vested in the Director of Security. The other is the matter of work stoppage caused by heavy snow accumulation, and the resultant authorization for absence from duty, the responsibility for which is borne by the Director of Personnel, working in concert with the Civil Service Commission. My office does, however, provide special credentials for the use of persons whose assignment requires their presence at work in spite of heavy snow. These credentials are recognized by local authorities in the Commonwealth of Virginia pursuant to an arrangement which I made with the State Director of Civil Defense of Virginia.

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4. The President is the prime source of authority, policy guidance, and doctrine governing Federal planning for continuity of government and for emergency relocation precipitated by enemy action. His executive agent and principal assistant for this purpose is the Director of the Office of Emergency Preparedness, whose agency (OEP) is in the Executive Office of the President. The authority of the Director of OEP to promulgate policy guidance, direction, requirements, and doctrine in this activity to the departments and agencies of the Executive Branch of the Government is contained in statutes on the subject and in Executive Order 11051, dated 27 September 1962, which also vests appropriate controls in him. The principal medium through which the Director of OEP accomplishes this objective and maintains contact throughout the Executive Branch is the Interagency Emergency Planning Committee (IEPC), which consists of one representative from each department and agency, and a permanent secretariat furnished by OEP. The Director of OEP is ex officio chairman of the IEPC, although the Deputy Director of OEP usually presides over the meetings. I am the designated representative of the Director of Central Intelligence and the Central Intelligence Agency on the IEPC, and my office is the official point of contact with OEP.

① Meet how often?  
② Reporting items

5. Briefly stated, the emergency relocation plan of this Agency, designed to be invoked under conditions of threatened or actual enemy attack, provides for an initial emergency relocation force of persons from all elements of all directorates of this Agency, selected as a command responsibility under the authority of the deputy director in charge of each directorate. This force of approximately 1200 persons would carry on the mission and functions of the Director of Central Intelligence and the Central Intelligence Agency during the critical interim period until reconstitution of the Agency as a whole could be effected, in the light of circumstances as they would then exist. It would be deployed to the emergency relocation center of this Agency, [redacted]

prepared at all time to receive and accommodate the force, with rations, living quarters, working facilities, and communications. The correct and up-to-the-minute roster of the initial emergency relocation force is kept in my office ) \$

My office furnishes the necessary emergency credentials and materials for indoctrination of the members of the group. Detailed discussion of the plan and citation of the pertinent documents involved will be the subject of a separate memorandum at a later date.

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25X1

Separate memo

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6. Our responsibility for preparedness against the potential threat of civil disorders, riots, demonstrations, and general conditions of insurrection is fulfilled by an arrangement which I made with the Government of the District of Columbia, by the terms of which we participate in the facilities and services of their Emergency Operations Center, which ties us in with the local governments of the entire Washington Metropolitan Area. As part of this arrangement we have established direct lines of communication with the Center and have a working relationship between it and our own Operations Center, our Office of Security (including the emergency Security Command Center), and our Office of Communications. This keeps us apprised of all developments as they occur during a civil emergency, and, more important, furnishes us with advance information on anticipated trouble along these lines as soon as same is uncovered by police intelligence sources.

which  
this?  
OS?

25X1

7. By arrangement with the Department of Defense, Office of Civil Defense, certain civil defense supplies for use in case of emergency have been stocked within the Headquarters Building and some of our other buildings. In addition, the Bell and Light System for activating indoor emergency warning signal systems is installed in the buildings. It should be noted that the Bell and Light System, which is activated throughout the entire Washington Metropolitan Area from the District of Columbia Emergency Operations Center mentioned above in paragraph six, is independent of the DEFORD System by which the official warning of enemy attack would be transmitted by OES to our Operations Center.

8. My interest in the participation of our Agency in war games and exercises, such as the [redacted] series, my responsibility for our representation at the OEP Special Facilities Division (OEP Classified Location) in time of emergency, and the responsibilities of my office for maintenance of the Succession List and for ascertaining the physical location of the Director of Central Intelligence vis-a-vis the President in time of emergency will be treated in separate memoranda.

Separate  
memo

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GPS Center → [redacted]

OS → [redacted]

O Commo → Americas Division [redacted]

Personnel → Emergency Command Center [redacted]

CIA/Emergency Planning Officer

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